



"OUR CHILDREN – OUR FUTURE"

Ravenswood City School District

2120 Euclid Avenue, East Palo Alto, California 94303
(650) 329-2800 Fax (650) 327-7004

Board Members:

Ana Maria Pulido, President
Sharifa Wilson, Vice President
Stephanie Fitch, Clerk
Marielena Gaona-Mendoza, Member
Tamara Sobomehin, Member

Gina Sudaria
Interim Superintendent

NOTICE INVITING PROPOSALS

Phase 3-4 Backup Data Center and Primary Data Center Physical Plant Upgrade Project

Notice is hereby given that the Ravenswood City School District (hereinafter referred to as "District"), is requesting proposals for the Phase 3-4 Backup Data Center and Primary Data Center Physical Plant Upgrade Project.

No offer of intent should be construed from this legal notice that the District intends to enter into a contract with the interested company for the acquisition of electrical equipment, services and data center rack equipment unless, in the sole opinion of the District, it is in the best interest of the District to do so. The District reserves the right to negotiate final contractual terms with the successful company.

Written proposals must be sealed and filed with the Ravenswood City School District, 2120 Euclid Avenue, East Palo Alto, CA 94303 no later than 3:00 pm on April 3, 2020. Proposals will not be opened in the public. Proposals will be opened in a non-public opening.

A site walkthrough will convene on March 11, 2020 at 1:00 pm at the Ravenswood City School District, 2120 Euclid Avenue, East Palo Alto.

The Board of Trustees reserves the right to reject any and all proposals and to waive any irregularity therein. Proposals will be studied, and a recommendation will be made to the Board of Trustees at its regular board meeting.

Interested companies may download the RFP #RCSD-P3Elec from the District's website at www.ravenswoodschools.org/rfps. Questions should be directed to rfps@ravenswoodschools.org.



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Gina Sudaria
Interim Superintendent

March 2, 2020

To All Interested Parties:

Enclosed, please find this Request for Proposal (RFP) for the Phase 3-4 Backup DC and DC Physical Plant Upgrade Project, RFP #RCSD-P3Elec. Please review the conditions of the RFP and if you have questions, please submit them in writing to rfps@ravenswoodschools.org. All submitted questions and responses will be compiled and posted onto the district website.

The RFP response is due by April 3, 2020 at 3:00 pm. E-mailed and faxed quotes will not be accepted. Original signature documents must be mailed, or hand delivered to Business Services, 2120 Euclid Ave, East Palo Alto, CA 94303 ATTN: Solomon Hill. Respondent is responsible for ensuring accurate and timely delivery of packet.

A non-mandatory site walkthrough will convene on March 11, 2020 at 1:00 pm at the Ravenswood City School District, 2120 Euclid Avenue, East Palo Alto.

The following must be completed, signed, and returned with RFP Proposal; incomplete packets will not be considered:

- 1. Response to RFP (see Bidder and Proposal Requirements)**
- 2. Completed Equipment Itemization Checklist**
- 3. List of Billable Materials and Labor Costs**
- 4. Three Client References**
- 5. Documentation of Network or Cabling Certifications**

Thank you for your interest in the Ravenswood City Elementary School District.

Sincerely,

Solomon P. Hill
Director of Technology
Ravenswood City Elementary School District
2120 Euclid Ave
East Palo Alto, CA 94303
Ph: (650) 329-2800 x60166

solomonh@ravenswoodschools.org



Ravenswood City School District

Technology Department
2160 Euclid Avenue
East Palo Alto, CA 94303-1799

(650) 329-2800 x60166 – phone

(650) 327-7004 - fax

Request for Proposal Phase 3-4 Backup Data Center and Primary Data Center Physical Plant Upgrade Project

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2 Introduction

The Ravenswood City Elementary School District (RCSD) is inviting proposals from qualified vendors to submit a proposal for physical plant items related to upgrading existing data center and creation of a new data center. Please submit pricing on items to be furnished by the interested party in accordance with all conditions and specifications.

The RFP #RCSD-P3Elec is part of Bond Measure H and S funds that were passed in 2018-19 for modernizing the school district. These funds for IT modernization were split into the following five phases:

Phase 1: Phone System Upgrade - District phone system upgrade.

Phase 2: RMS IT Infrastructure Upgrades – Ravenswood Middle School IT infrastructure modernization and consolidation of multiple school sites into one site.

Phase 3: Backup Data Center – creation of backup datacenter for servers and connectivity to keep IT systems running during outages.

Phase 4: Primary Data Center Upgrades - modernize and upgrade district servers and services.

Phase 5: School and District Office IT Infrastructure Upgrades - IT infrastructure upgrades for all remaining schools.

The Phase 3 and Phase 4 projects have been divided into multiple RFP's but are all part of the same project. They have been divided into the following components:

1. Physical Plant and Electrical – #RCSD-P3Elec
2. IT Infrastructure - #RCSD-P3IT
3. Provider and ISP - #RCSD-P3ISP

Vendors responding to this RFP will be responsible for providing the electrical, power generator, cabling, and power battery backup for both the primary and the secondary data centers.

The RFP response shall be returned to the attention of: Solomon Hill by 3:00 pm on April 3, 2020. E-mailed and faxed responses will not be accepted. Documents with original signature must be hand delivered or mailed to Business Services, 2120 Euclid Ave, East Palo Alto 94303, ATTN: Solomon Hill. Vendor is responsible for ensuring accurate and timely delivery of packet.

2.1 RFP Selection Process

The selection process will include review and evaluation of proposals by school district staff. Cost will be the primary factor for evaluation, and other criteria include understanding of needs as expressed in the submitted bids, and vendor experience with providing requested services. The district may bring in outside consultants and/or members of the community to assist with the review of the proposals. A breakdown of evaluation criteria is documented in the Basis of Award section.

2.2 Background

The District serves about 2,000 students, Pre-kindergarten through eighth grades, from East Palo Alto and East Menlo Park, California. The ethnic make-up of the population is predominantly Hispanic 81%, followed by Pacific Islanders 10%, African American 6%, and other 3%. The district has embarked upon an aggressive initiative to improve the educational opportunities provided to students and their families. The District consistently strives to improve the academic, social, as well as the overall health and economic conditions for the entire Ravenswood community. Ravenswood District has about a 90% free and reduced school lunch rate.

The District currently supports 6 educational sites and a District Office including nearly 2000 students and an employee base of approximately 500 staff, including 120 classroom teachers. These offices and education sites are connected by a district-supported Local Area Network (LAN) and Wide Area Network (WAN) utilizing 2 Gbps fiber EPL lines to each school site. The current use of our District LAN/WAN can be characterized as follows:

- Transmitting administrative data for managing our staff, schools and students.
- Providing resources for distributing educational content to the classroom.
- Providing access to the Internet for educational purposes.

All of these LAN sites currently have a professionally installed data network infrastructure with Internet access available in every classroom. Our network is setup in a star configuration, where sites are connected via 2 Gbps fiber EPL to the remote sites. All pre-IT upgraded classrooms contain a Cisco 2960CX or Cisco 3560 PoE switch connected to a fiber backplane. Every classroom has 6 strands (3 pairs, all 62.5 micron) of fiber and 1 CAT5e cable that connects the classroom switch to one of the school IDFs (Intermediate Distribution Frame). Because we need to have 1 access point and 1 PoE telephone in each classroom, but only have one CAT 5 going to each classroom, each room with an access point currently has a PoE switch. Each school has between one and nine professionally installed IDFs that are connected to the school MDF with fiber. Existing networked switches and routers are from Cisco Systems, (about 420 total). We have a Cisco CallManager 12.1 VOIP Telephone system.

The District has recently adopted SingleWire InformaCast as its IP-based paging system. InformaCast is a mass notification system that sends messages to on-premises devices and mobile users. We are using InformaCast Fusion 12.7.1 which is tied to our Cisco CallManager phone system.

The district currently utilizes two Cisco 5508 Wireless LAN Controllers running IOS v8.0.110.0 that connects 282 Cisco 1702i, 3502i, 1142N, and 2602i access points to provide 802.11n wireless service. Additionally a new Cisco 5520 WLC was installed in the Data Center for all newly upgraded and installed WAPs at the Ravenswood Middle School.

The district utilizes both wired desktops and mobile Chromebook carts in classrooms. There are approximately 3,000 wireless laptops and tablets in use by teachers and students at RCSD. These are by various manufacturers and include 802.11a/g/n/ac capable devices. Models in use include about 200 Apple iPads, various Windows 10 HP staff laptops, and Dell and HP Chromebooks.

The district currently utilizes Windows 2008 Servers for DNS, DHCP, print, file and other network services. Each site has two or more servers to provide primary Active Directory 2008 R2 network services, with a backup server. Staff e-mail is currently provided by a self-hosted Microsoft Exchange 2010 server.

2.3 Qualifications/Minimum Requirements

The District may award a contract to the firm(s) that, in its sole opinion, is the most capable of providing the range of services described in the RFP and in the long-term best interests of the District. To participate in the District's RFP process and to be considered for this project, the respondent must meet the following minimum requirements:

- Active general contractor's license in California.
- Minimum of \$1 million in bonding capacity for a single project.
- Adequate financial resources to support the range of alternatives anticipated.
- An established record of technical performance on typical projects within California.
- A proven record of on-time and on-budget performance.
- Excellent safety record.
- Established records of the firm's ability to perform the work.
- Qualified, trained, and knowledgeable staff.
- Ability to effectively communicate with the District Governing Board, administration, staff, students, and community, as needed.

The District reserves the right to investigate the qualifications of all firms under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the services requested as part of this RFP.

2.4 Bidder Requirements

1. The scope of this contract may be scaled up or down to meet both the amount of received funding and the Ravenswood City School District budget.
2. This Project will be a deliverable-based engagement.
3. RFP responses should be reviewed for accuracy before submission to RCSD since they may not be amended after submission to RCSD. RCSD will not be responsible for errors or omissions in any RFP responses. RCSD reserves the right to reject any and all RFP responses, or to waive any irregularities, or informalities in the RFP process.
4. The Ravenswood City School District reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered.
5. The work of this project will not affect nor interfere with the functionality of the existing infrastructure or live systems until the new implementation has been thoroughly tested and documented and is ready to go into production.
6. Upon selection of a vendor, the District will provide access to various documents and key District personnel relevant to this project, as needed by the selected vendor.
7. The bidder must state their assumptions for this project, including how pricing was calculated and on what it was based. Include any other assumptions used to determine the

- amount of work necessary to ensure success.
8. Questions should be submitted in writing (preferably e-mail, see address below). Responses will be posted on the RFP webpage at the following address: <http://www.ravenswoodschools.org/rfps> and e-mailed to questioner.
 9. The District reserves the right to review resumes and credentials, and approve or disapprove the assignment or reassignment of Vendor personnel.
 10. Vendor must:
 - a. Be authorized in California to supply all requested products and services
 - b. Have current liability and workers compensation insurance
 - c. Vendor and subcontractors shall comply with all applicable provisions of the California Labor Code sections 1720-1861, including prevailing wage.
 - d. Provide documentation of wireless, switching and cabling certifications. A qualified engineer with a minimum certification of CCNP or equivalent will perform all network configurations.
 - e. Provide three client references for projects of a similar size and scope, preferably in K-12 schools.
 11. All work will be in accordance with drawings, specifications, and general contract conditions and subject to funding at a level deemed acceptable by RCSD.
 12. The vendor must maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission (FCC).
 13. The vendor acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non - confidential pursuant to §54.504 (2)(i)(ii). c.
 14. Any RFP responses received after 3:00 pm on April 3, 2020 may be rejected and returned to the firm unopened.
 15. The selected vendor will be responsible for managing this project and be expected to use the PMBOK, Project Management Body of Knowledge Best Practices standard.
 16. Default by Bidder
 - The District shall hold the vendor/s responsible for any damage that may be sustained because of failure or neglect to comply with any terms or conditions listed herein.
 - If the successful vendor/s fails to furnish or deliver any of the materials, supplies or services listed herein at the prices named and at the time and place herein stated or otherwise fails or neglects to comply with the terms of the RFP, the District may, upon written notice to the vendor/s, cancel the contract/purchase order in its entirety or cancel or rescind any or all items affected by such a default, and may, whether or not the contract is cancelled in whole or in part, purchase the materials supplies or services elsewhere without further notice to the vendor.
 17. Hold Harmless Clause
 - The successful vendor agrees to indemnify, defend and save harmless the District, its governing board, its officers, agents, and employees from and against any and all claims, demands, losses, defense costs, or liability of any kind or nature which the District, its offers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of or in subcontractor's performance under the terms of this contract, excepting only liability arising out of the sole negligence of the District.
 18. Prevailing Law

- In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the RFP proposal shall conform to all applicable requirements of local, state, and federal law.

19. Taxes and Insurance:

- All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.

20. Governing Law and Venue

- In the event of litigation, the RFP documents, specification and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Santa Clara County.

21. Permits and Licenses

- The successful vendor/s and all of his employees or agent shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed. All operations and materials shall be in accordance with the law.

22. Proposal Terms and Conditions

- Nothing in this proposal shall be construed to prohibit either party from proposing additional terms and conditions during negotiation of the resulting Contract.
- Any contract that may be developed as a result of this proposal will not become legally binding until it has been approved by the Ravenswood City School District Board of Trustees and signed by the Superintendent or designee.

2.5 Completion Date / Notice to Proceed

Contractor agrees that all work required to be performed by the Contract Documents shall be completed by the milestone dates specified in the “Scope of Work” documents and above in the “Project Timeline”. Contractor acknowledges that it shall be liable for liquidated damages as set forth in this Agreement if the Project is not completed by these dates.

2.6 Liquidated Damages

The completion date and date of milestones is the essence of the Agreement. The Contractor shall complete the Project by the dates specified in the Project Timeline section unless the District agrees in writing to an extension of time through the documented Change Order Process.

Failure to complete the Project within the time and in the manner provided for by the Contract Documents shall subject the Contractor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the District would suffer if the Project were not completed within the specified times set forth are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages. Damages which the District would suffer in the event of delay include, but are not limited to, loss of the use of the Project, disruption of school activities, costs of administration, inspection, costs incurred for project management, supervision and the loss suffered by the public within the District.

Accordingly, the parties agree that the amount herein set forth shall be presumed to be the amount of damages which the District shall directly incur upon failure of the Contractor to complete the Project within the time specified: Five Hundred Dollars (\$500.00), plus 50% of all project management costs, during or as a result of each calendar day by which the substantial completion of the Project is delayed beyond the date specified in Project Timeline.

If the Contractor becomes liable for liquidated damages under this section, the District, in addition to all other remedies provided by law, shall have the right to withhold any and all retained percentages of payments, and to collect the interest thereon, which would otherwise be or become due the Contractor until the liability of the Contractor under this section has been finally determined. If the retained percentage is not sufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the District until all such liabilities are satisfied in full.

If the District accepts any work or makes any payment under this Agreement after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any Agreement provisions regarding time of completion and liquidated damages.

2.7 Disqualification of Bidder

A bidder may be disqualified for such reasons as:

1. Having defaulted on a previous contract.
2. Having performed unsatisfactorily on a previous contract, including failure to fulfill the warranty obligations of a previous contract with the District.
3. Failure to include documentation for required proposal certifications
4. Failure to provide at least three client references for projects of a similar size and scope
5. Failure to comply with general proposal specifications as stated below.
6. Failure to meet the dates documented in the Project Timeline without an agree upon change order

3 Project Timeline

- 3/2 - RFP Posted
- 3/11 - 1 pm - Site Walk
- 4/3 - 3 pm - Proposal Submittal Deadline
- 4/7 - Expected Proposal Selection
- 4/30 - Project Commencement
 - a. 5/11 - Milestone 1: Installation of server racks at both locations
 - b. 5/18 - Milestone 2: Cabling and electrical
 - c. 5/30 - Milestone 3: Generator installation at the data center
 - d. 6/30 - Milestone 4: Remaining items completed
- 7/30 - Project Completion Date

4 Project Executive Summary

The Physical Plant portion of the project will need vendors to include bids for server rack

installation, electrical, cabling, power generator installation, power battery backup and power distribution in the rack.

5 Project Key Objectives

1. Create the physical environment to house the backup data center at Ravenswood Middle School.
2. Power requirements must be properly sized for the equipment needs in the room and have redundancy.
3. Power at the primary data center should fail over to a power generator automatically in the event of a disruption.

6 Project Scope of Work

The below sections describes the scope of work for the project. The following applies to all equipment and services:

- 1) All warranty, service, and support terms should be at least five years and seven year terms is preferred. Vendors will need to provide all warranty and support information at the close of the project.
- 2) Inventory and documentation will be needed. An inventory template will be provided listing out what information will be needed.

6.1 Primary Datacenter – District Office

1. The vendor will provide a network cabinet to be installed in the temporary location to be moved as part of a later RFP.
 - a. Some small demolition will be needed to make room for the cabinet.
 - b. The cabinet should be a standard 42RU enclosed cabinet.
 - i. Depth of the cabinet should be larger than 42.1 inches
 - ii. Enclosed and lockable
 - iii. Four post
 - iv. Universal square hole mounting rails
 - v. The vendor will be responsible for installing rack anchoring
 - vi. The below diagram (*Figure 1*) shows the location in the MPOE where the new cabinet should be located

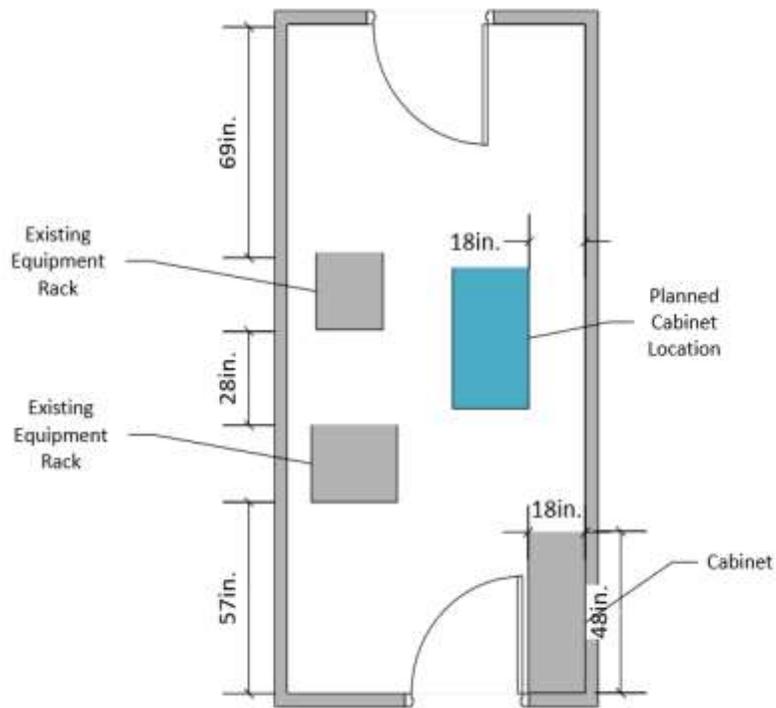


Figure 1: Temporary Cabinet Location in MPOE

2. The vendor will provide cable management to fit the following specifications.
 - a. 1U cable managers will be installed directly above or below switches that do not have additional networking equipment above or below them.
 - b. 2U cable managers will be installed between switches.
 - c. 2U cable managers will be installed between switches and routers.
 - d. 1U cable managers will be installed between routers.
 - e. There should also be vertical cable managers running along both sides of the front of the cabinet.
3. The vendor will be responsible for providing and installing any required cable ladders.
4. The vendor will be required to install 4 copper CAT6 cross connects from the temporary cabinet location in the MPOE to the datacenter in the DO.
5. The vendor will be responsible for extending electrical into the temporary cabinet location as well as the final cabinet location in the DO. The specifications for power should be as follows:
 - a. 2x208V 30 AMP Circuits
 - b. L14-30R receptacles
6. The primary data center needs to include generator and power redundancy.
 - a. The generator needs to be installed indoors in a utility room as shown in the figure below. (**Figure 2**)

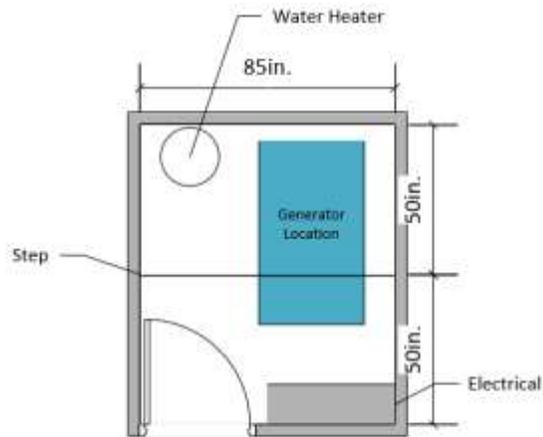


Figure 2: Generator Location in Utility Room

- b. An automatic transfer switch should be utilized in the event of a power outage.
 - i. The breakers in the switch should be sized to the receptacles required by the UPS defined in the UPS specification.
- c. The generator should be able to support between 20KW and 25KW.
- d. The generator will need to have identical feeds to both the MPOE and the existing DO Datacenter room.
- e. The Vendor will be responsible for any required venting for exhaust.
- 7. The vendor will need to provide UPSs per the following spec:
 - a. There should be 2 UPSs for redundancy.
 - b. Rack mountable
 - c. Able to support 14KW combined
 - d. Capable of normalizing power coming from the generator
 - e. Capable of keeping equipment online long enough for generators to switch on. (5-10 minutes)
 - f. The UPSs should have management capabilities with alerting on detected power events.
 - g. The UPSs will need to use a 208v circuit as input.
 - h. The UPSs will need to have a L14-30R receptacle to accept the PDUs.
 - i. The UPSs should be same or equivalent to: APC: SRT8KXLT-5KTF
 - j. The UPSs should be installed with a L14-30P plug to connect to receptacle.
 - k. The UPSs will need to have a network management card installed. Vendors will not need to configure it.
- 8. The vendor will need to provide PDUs per the following spec:
 - a. There should be 2 vertical rack mounted PDUs which will be attached to the back of the cabinet.
 - b. The PDUs need to be web manageable with the ability to determine load across phases.
 - c. The PDUs need at least 2 C19 sockets each

- d. The PDUs needs to use a L14-30P twist lock connector.
- e. The PDUs should be same or equivalent to APC: ap8870

6.2 Secondary Data Center – Ravenswood Middle School

1. The vendor will provide a rack to be installed in the IDF (IDF 20)
 - a. The rack should be a standard 42RU enclosed cabinet
 - i. Depth of the cabinet should be larger than 42.1 inches
 - ii. Enclosed and lockable
 - iii. Four post
 - iv. Universal square hole mounting rails
 - v. The vendor will be responsible for installing rack anchoring
 - i. The below diagram (**Figure 3**) shows the location in RMS where the new cabinet should be located

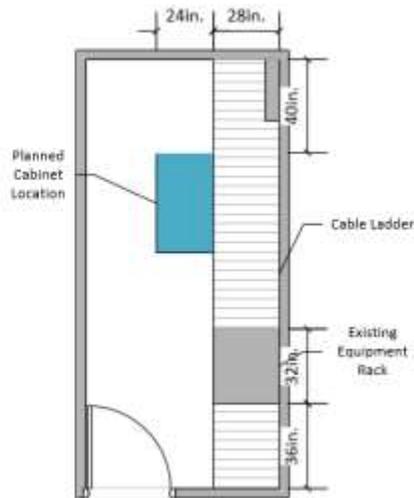


Figure 3: Cabinet Location in RMS IDF20

2. The vendor will provide cable management to fit the following spec
 - a. 1U cable managers will be installed directly above or below switches that do not have additional networking equipment above or below them
 - b. 2U cable managers will be installed between switches.
 - c. 2U cable managers will be installed between switches and routers
 - d. 1U cable managers will be installed between routers
 - e. There should also be vertical cable managers running along both sides of the front of the cabinet.
3. The vendor will be responsible for providing and installing any required cable ladders
4. The vendor will be responsible for extending electrical to the cabinet location at RMS in IDFA. The specifications for power should be as follows:

- a. 2x208V 30 AMP Circuits
 - b. L14-30R Receptacles
5. The vendor will need to provide UPSs per the following spec:
- a. There should be 2 UPSs for redundancy.
 - b. The UPSs should be rack mountable
 - c. The UPSs should be able to support 10kw combined
 - d. The UPSs should be capable of keeping equipment online long enough to allow for graceful shutdown of the backup DC servers. (15-20 minutes)
 - e. The UPSs should have management capabilities with alerting on detected power events.
 - f. The UPSs will need to use a 208v circuit as input.
 - g. The UPSs will need to have a L14-30R receptacle to accept the PDUs.
 - h. The UPSs should be same or equivalent to: APC: SRT8KXLT-5KTF
 - i. The UPSs should be installed with a L14-30P plug to connect to receptacle.
 - j. The UPSs will need to have a network management card installed. Vendors will not need to configure it.
9. The vendor will need to provide PDUs per the following spec:
- a. There should be 2 vertical rack mounted PDUs which will be attached to the back of the cabinet.
 - b. The PDUs need to be web manageable with the ability to determine load across phases.
 - c. The PDUs need at least 2 C19 sockets each
 - d. The PDUs needs to use a L14-30P twist lock connector.
 - e. The PDUs should be same or equivalent to APC: ap8870

6.3 Training and Documentation

Vendor solutions should include documentation and procedures on how the generator failover and failback works. Including a demonstration.

6.4 Project Exclusions

- 1) Vendors will not need to perform any server or network configuration
- 2) The IT portion of the project will configure the network management of the APC and UPS's

7 Equipment Itemization Checklist

1. Vendors should include list of billable materials
2. Vendor can use the below tables to verify all items are included
3. Vendor should include a breakout of labor costs
4. Taxes need to be included

7.1 Equipment List for Rack, UPS, and PDU's

Equipment and labor checklist	

7.2 Software, Support, and Services

Equipment and labor checklist	

7.3 Misc. Equipment List

Equipment and labor checklist	

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8 Status Meetings and Project Updates

Vendors will be required to keep the District updated on the progress of work with status meetings and email progress updates. One hour status meetings will be scheduled each week typically at the beginning of the week. Vendor shall be prepared to join these meetings each week. These meetings will be scheduled based on the vendor's availability. In addition, all subcontractors actively working on tasks shall be required to join the calls and provide regular status updates to the work being performed. At the end of the week vendors should email a high level status update on tasks completed during the week.

9 Contract

A sample contract is shown in the section **Attachment 1: Contract**. All vendors should be ready to agree to the terms of this contract. Changes to the contract can be requested in the RFP response.

10 Payment

The District agrees to pay the Contractor in current funds for the performance of the Agreement the amount proposed in this bid, including approved change orders, and to make payments on account thereof as follows:

- 1) 5/11 - Milestone 1: 20% - Installation of server racks at both locations
- 2) 5/18 - Milestone 2: 20% - Cabling and electrical
- 3) 5/30 - Milestone 3: 25% - Generator installation at the data center
- 4) 6/30 - Milestone 4: 15% - Remaining items completed

All equipment will be paid once receipt of a tracking number and a list of the inventory is provided to the District. The district can approve payment for equipment up front but this cannot exceed 50% of the value documented in the Bill of Materials (BOM).

11 Performance Billing

This project will require labor to be billed based on progress of completion. When submitting invoices, vendors should document to which milestone the cost of labor applies.

12 Invoice Submission Process

All invoices will be sent to the following email address: rcsd-phase3@ravenswoodschools.org. To ensure timely turnaround please be sure to have the information below included and the form attached. Please see the form in the section **Attachment 3: Invoice Form**.

All invoices must include the following:

- 1) Project ID #
- 2) Project Section or Milestone # (see timeline)

- 3) PO#
- 4) Amount invoiced
- 5) Worked performed or BOM
- 6) Tracking number of equipment ordered (optional)
- 7) Amount remaining to be invoiced

13 Equipment Ordering

Equipment should be ordered immediately upon acceptance of the project so that any delay in ordering or shipping can be scheduled. If delays in ordering or delivery of equipment occur, the district must be notified immediately. If the delay causes a timeline change, submit a Change Order request using the below process.

14 Change Order Process

Any changes to materials, services, or milestone dates after contract award shall be documented in writing using the form shown in **Attachment 2: Change Order Form** and shall be considered valid when approved in writing by the District. The form should be filled out and emailed to: rcsd-phase3@ravenswoodschoools.org. Key information that needs to be included:

- 1) Nature of the change
- 2) Name of the person and company requesting the change
- 3) What items or section in the SoW will be changed
- 4) Costs associated with the change
- 5) Impact on the total cost of the project
- 6) Estimated impact on the timeline of project

15 Basis of Award

1. The District will not award this project based solely on lowest bid, but rather lowest qualified bidder and the following weighted criteria will be taken into account:
 - a. Price of the goods and services 40%
 - b. Prior Experience with vendor and references 15%
 - c. Vendor Project Technical Design 30%
 - d. Vendor Local Support 10%
 - e. Environmental 5%
2. The Ravenswood City Elementary School District reserves the right to reject any and all quotations.

16 Appendix A: Submittal Form

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____ **FAX #:** _____

AUTHORIZED AGENT SIGNATURE: _____

DATE: _____

Reference 1:

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____

Reference 2:

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____

Reference 3:

COMPANY NAME: _____

ADDRESS: _____

PHONE #: _____

Submittal

1. All proposals must be submitted with 1 original hard copy, and 5 stapled or bound copies in 8-1/2" x 11" binders with any supporting documentation.
2. In addition to the aforementioned paper copies, please provide an electronic (preferably PDF) copy of the proposal via USB flash or e-mail to rfps@ravenswoodschools.org.
3. Responses must be submitted via mail or delivered by **April 3, 2020 by 3:00 pm** to:

**ATTN: Solomon Hill
Business Office
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303**

17 Attachments
17.1 Contract

17.2 Change Order

17.3 Invoice Submittal